



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Agenda

The September 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 19, 2013 at 6:00 pm at the **Big Flats Branch, 78 Canal St. Big Flats, NY 14814**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2013-47) and (document #2013-47A)
4. Treasurer's report
 - a) Financial report (document #2013-48)
 - b) Report of Unpaid Bills Detail (document #2013-49)
5. Correspondence
6. President's report
7. Director's Report
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2013-50)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2013-51)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document #2013-52)Resolution to approve appointment of a project manager for the 2013 construction grants as recommended by the Buildings & Grounds Committee
 - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the August 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-47)

Minutes of the August 2013 meeting of the Chemung County Library District Board of Trustees. The August meeting was held on Thursday, August 15, 2013 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Georgia Reynolds, John Savash, Marge Kappanadze, Juan Jones, Ann Cady, Rachel Dworkin, Tim Blandford and Jessica Roberts. Excused: Sue Cook, Michael Muldoon and James Hare. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the July 2013 meeting (Document #2013-42) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The July 31st, 2013 Financial Report (Document #2013-43) was presented for board review. It was noted that CCLD has received the final 10% payment from New York State for the completed 2012 Construction Projects. They are now closed out. By unanimous consent, the July Financial Report was approved as distributed and will be filed for audit.

President Roberts requested to change the order of the Agenda to allow a vote on the appointment of a board member to District #2. Ms. Dery moved, seconded by Ms. Reynolds to approve the appointment of Ms. Ann Hayes to the CCLD Board of Trustees representing the 2nd District, said appointment to end December 31, 2013. VOTE: Motion Carried.

Report of Unpaid Bills (Document #2013-44). The Unpaid bill list dated 8/14/13 was distributed at the meeting. It was noted that these lists include the annual magazine subscriptions (Ebsco) for all libraries and the purchase of computers for the Computer Lab (paid for with grant funds) By unanimous consent, the board authorizes the payment of the unpaid bills dated 8/7/13 General Fund - \$25,815.40 and Grant Fund \$3,528.87; the unpaid bills dated 8/14/13 General Fund - \$38,259.65 as distributed.

Correspondence. Mr. Shaw passed around the following items:

- ❖ Six thank you cards from the Big Flats parks programs.
- ❖ Letter from Chemung County regarding an upcoming meeting regarding Health Insurance for 2014.
- ❖ Letter from South Central Regional Library Council (SCRLC) thanking Mr. Shaw for his work on the SCRLC Education and Training committee for June 2011-2013.
- ❖ Email from the newly appointed Director of the Southern Tier Library System, Brian Hildreth, requesting that CCLD change its September meeting at STLS to be held in October instead.

President's Report. President Roberts stated that he attended the final Summer Reading Club party at Eldridge Park. It was a great event and a big success.

Director's Report. Mr. Shaw discussed the following:

- CLD/CBA application. The plan for expenditure of the 2014 State funds for Central Library Development and Central Book Aid was explained. From Central Library Development Aid (CLDA) funds- \$88,044 will be allocated to salaries. From remaining CLDA and Central Book Aid (CBA) funds- \$8,500 will be allocated to print reference materials, \$10,900 will be allocated to Print Nonfiction Collection Development, \$5,000 will be allocated for Job Now database and \$25,105 will be allocated for downloadable

content. Mr. Savash moved, seconded by Ms. Dworkin to approve the Expense Plan for 2014 as submitted to the board. VOTE: Motion carried with one abstention from Mr. Blandford.

- Board Election. The newspaper release has been sent for the vacant positions and trustees were reminded that the deadline for submission of their petitions is August 26th, 2013 at 3pm.
- Fax services for the public. All CCLD libraries (except Van Etten) will be offering faxing services to the public. The cost to send or receive a fax will be \$3.00 for the first page and \$1.00 for each additional page.
- Upcoming Annual Events. Staff will be attending the iMatter Fest on September 7th (tentative), Van Etten Field Days on September 14th and HeroBot.con on September 21st.
- Summer Concert Series. The Concert series on the Promenade was a success with 449 in attendance at 5 concerts. The concerts were mainly funded by the Friends of CCLD and one concert was partially funded by the The ARTS Council of the Southern Finger Lakes
- Programs. The Bookmobile attended Eldridge Family Fund days and served 162 people. Other August events include Strong Kids/Safe Kids, Heritage Parking Lot Hot Dog Social and the Wellsburg Community Days.
- SRC Final Parties. For the Juvenile party, the numbers are still being confirmed but it appears that approximately 355 people were in attendance. A big thank you to Ms. Ackerman and the YS staff, volunteers and to the Chemung County Highway Dept. for the “petting zoo”. Regarding the Adult SRC final reading club celebration, it was held on August 12th with 25 people in attendance. The program was “I AM ZELDA”. There were 189 participants who read 1,279 books.
- October events. Make a Difference Day will be held on October 26th in conjunction with Gannett Publishing. District-wide events being held at the Central Library are as follows: On October 25th Teens and Adults are invited to a Halloween Masquerade Ball and on October 29th there will be a “Spooky Stacks” Halloween event for kids ages 2 and up.
- Central Library – Building Community Partnerships. Staff will be presenting this at STLS on September 18th. Topics to be covered include the JobNow Database, CCLD’s long standing relationship with ProAction and other Title IX funding agencies, as well as the public PC resources available to the public.
- CCLD Branch Hours for Fall. The board reviewed changes being made to the Big Flats and West Elmira Library’s Fall hours schedule. Changes are being made to lower the cost of expenditures at each library. Both libraries will be open a total of 34 hours with more public service hours in the early evenings and both will remain closed on Saturdays. The board discussed their support of the Library District Director’s decision on changing the hours and Ms. Reynolds moved, seconded by Ms. Cady to give board approval of CCLD’s Fall Hours Schedule as presented in writing to the board. VOTE: Motion Carried. The board also reviewed a tentative Bookmobile schedule for the Fall. Some minor changes have been made and the schedule will continue to be monitored to strengthen the Bookmobile’s presence and availability in the community. The board also discussed the future of CCLD and the need to closely monitor patron needs and budgetary considerations in order to ensure the continued success and viability of the District and provide the proper mix of services, materials, hours and branch locations.
- Staff issues. Another CCLD staff member has resigned, one has returned from medical leave and a new ProAction employee begins her service at the Central Library on August 19th. Staff continue to attend workshops to include “Project Management”, “Human Resources”, “Customer Service” and “the Three R’s regarding Volunteers”.
- STLS issues. CCLD staff members are meeting with the new Director, Brian Hildreth on September 18th. At that time discussion will center on the Central Library’s role with

STLS and other issues. The Director's Advisory Council will be meeting on September 30th. Several staff and board members attended Ristiina Wigg's retirement dinner on July 29th. A thank you goes out to Ms. Wigg who made great strides during her tenure at STLS. Her expertise will be missed. However, Mr. Shaw is looking forward to working with the new director, Mr. Hildreth.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-45). There is nothing new to report.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2013-46). Ms. Santulli stated that she and Mr. Savash will be working on a multi-year budget plan to cover the next 3 years. The second draft of the proposed 2014 budget was distributed to the board. Board members were asked to review the memo and detail of the budget and come to the special meeting being held on August 21st with any questions or concerns that they may have. Mr. Shaw reported that he and Ms. Santulli have met with the County officials regarding Health Insurance for 2014 and have been informed that CCLD can no longer participate in the "pool" of municipalities that purchase health insurance through the County. This is due to the "Affordable Care Act" and the fact that CCLD does not have 50 or more Full Time Equivalent employees. The Administration will be gathering information between now and the special meeting in order to inform the board as to how this unexpected event will affect the proposed budget handed out tonight.

Regarding the CCLD audit for 2012, Mr. Savash moved, seconded by Ms. Reynolds to approve the CCLD Audit for the year ended December 31, 2012 as submitted by EFP Rotenberg. Motion Carried. The 990 form for 2012 which is required by the Internal Revenue Service has been approved by the Treasurer and submitted to the IRS.

Buildings & Grounds Committee. The Buildings & Grounds Committee did not hold a meeting in August. Mr. Shaw reported that Requests for Proposals (RFP's) for the 2013 State Construction Projects have been sent out to Barn Livin'(Sue Oliver), Foor & Associates and Fagan Engineering. Mr. Shaw also reported that at the Central Library, the office currently held by the Literacy Volunteers will be vacated by October 1, 2013. Their office will move to the EOP building. It is planned to utilize the space as a media lab. On September 17th, staff members will be going to the Fayetteville Library to tour their media lab. President Roberts requested to be included in this trip.

Mr. Savash stated that the Committee will be getting information to the board on a regular basis regarding the status of Construction projects. Due to budget constraints, invoices and updates on projects will be closely scrutinized prior to submission to the board. He also stated that the 5-year Capital Plan will be updated and sent out to board.

Personnel Committee. Ms. Cady stated the Committee is meeting with the Director on August 20th for his quarterly review.

New Business. Trustees discussed the possibility of having a link on the Library District website that would have information needed by board members. Mr. Shaw will look into this idea.

It is necessary for the board to discuss a personnel issue. Mr. Blandford moved, seconded by Mr. Savash to move into Executive Session. Mr. Roberts moved, seconded by Ms. Cady to come out of Executive Session.

Public Expression. None.

The meeting was adjourned at 8:05pm. The next regular meeting of the board will be held on Thursday, September 19th, 2013 at 6:00pm at the Big Flats Library 78 Canal Street, Big Flats, New York.

(Minutes of the August 2013 SPECIAL meeting of the Chemung County Library District Board of Trustees. Document #2013-47A)

Minutes of the August 2013 SPECIAL meeting of the Chemung County Library District Board of Trustees. The meeting was held on Wednesday, August 21, 2013 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Ann Hayes, Georgia Reynolds, John Savash, Sue Cook, Michael Muldoon, Marge Kappanadze, Juan Jones, Ann Cady, Rachel Dworkin, James Hare, and Tim Blandford. Excused: Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant and John Holleran of Perry & Carroll Insurance Company.

The meeting was turned over to Mr. Holleran who was present to explain what the new Health Insurance Laws will mean to the Library District. He stated that since the Library District can no longer participate in the "insurance pool" with the County of Chemung and since the County's insurance plan cannot be duplicated, the Library District must convert to a 4-tier program. There is no drop in coverage for staff members. The difference in the plans will only be how they are paid for. The plan includes higher co-pays and deductibles. He reviewed a worksheet that had tentative rates for the insurance coverage that CCLD can offer to their employees and showed the difference between current medical insurances costs to both CCLD and staff members and the new plan. The current dental plan will be a challenge to duplicate. Mr. Holleran stated that the County is requiring each municipality who has to drop out of the current "insurance pool" to pay the County a 3 month runoff cost to cover existing insurance claims. For the Library District this amount is \$92,940.27. This will be paid in the first 3 months of next year and is in addition to payments required to be paid to the new insurance carrier.

Board members reviewed the proposed 2014 Library District Budget. This draft of the budget comes in at a 2.3% increase in the tax revenues to be requested on the ballot at the general election in November. Mr. Hare stated that he is concerned about the 27% increase in the Cost Share portion of the budget that will be paid to the Southern Tier Library System. The alternative of the Library District taking over the Data Processing and other services provided by STLS would prove to be much more costly and is not an option for CCLD. Mr. Hare does not feel he can support the proposed budget with the 27% increase from STLS. Mr. Shaw went on record to state that he spear-headed the newest Cost Share agreement with STLS that now includes all libraries in the system paying for Downloadable audio books.

After lengthy discussion, Mr. Hare moved, seconded by Ms. Cady to vote on the proposed second draft of the 2014 Library District budget. A roll call vote was held on the following resolution: To approve the CCLD 2014 budget as submitted by the Budget & Finance Committee with the anticipated tax receipts amounting to \$2,636,994 and to submit the proposed 2014 budget to public vote at the General Election in November 2013. VOTE: Dery-Yes, Hayes-Yes, Reynolds-Yes, Savash-Yes, Cook-Yes, Muldoon-Yes, Kappanadze-Yes, Jones-Yes, Cady-Yes, Dworkin-Yes, Hare-No, Blandford-Yes, and R. Roberts-Yes. Motion Carried. Trustees were reminded of the guidance from *The Handbook for Library Trustees of New York State* to support board decisions even if you disagree and that a democracy works by the rule of the majority.

Mr. Reynolds moved, seconded by Mr. Savash to adjourn the meeting at 7:25pm.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2013-48)

Financial Report - AUGUST 31, 2013

Income	2013 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 80,900	\$ 51,492	\$ 29,408	64%		
Grants (other than N.Y.S.)	\$ -	\$ 22,914				incl-\$11,654 Friends of CCLD,\$9,550 Friends of Horseheads, ARTS \$450, Inspire for VE \$960
Foundation Contributions	\$ 165,000	\$ 106,848	58,152	65%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ 2,578,808	0	100%		
P.I.L.O.T. Funds	\$ -	\$ 130,832				PILOT funds received to date
Interest on Investments	\$ 3,000	\$ 1,035	1,965	35%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,343	33,657	9%		Final 2012 Distribution
Other State Aid	\$ 1,600	\$ 129,141	(127,541)	8071%		\$200-STLS grant, \$12,534 final 2012 State Construction Funds; \$116,407 - 2013 Const. Funds
TOTAL INCOME	\$ 3,000,308	\$ 3,024,414	\$ 129,640	101%	58%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,321,460	\$ 841,074	\$ 480,386	64%		
Sunday & Holiday Salaries	6,809	\$ 3,861	2,948	57%		
Employee Benefits	715,499	\$ 474,994	240,505	66%		
Subtotal - Personnel Expenses	2,043,768	\$ 1,319,929	723,839	65%	58%	
Contractual						
Equipment	34,330	\$ 34,330	0	100%		incl-\$2,361 pd by HH Friends; \$12,344 Anderson Foundation-computers for lab, \$142 Friends of CCLD and \$6,100 new copier from Fund Balance
Telephone	9,700	\$ 7,696	2,004	79%		
Supplies	37,400	\$ 37,400	0	100%		incl-\$1,938 pd by BF Adv., \$851 pd by HH Foundation, \$1,349 ST Comp Rm pd by Anderson, \$7,023 F.A.S.T. (deficiencies in ST Sec Sys), \$1,536 Marketing Committee & \$2,620 for Flashdrives/bags to be reimb. & \$2,600 from CCLD Friend for Mango Lang. \$220 Gift funds for VE
Travel & Continuing Education	16,100	\$ 12,068	4,032	75%		Includes \$1,000 pd by HH Foundation for Lobby Day
Repairs & Maintenance	43,235	\$ 31,207	12,028	72%		
Postage	5,075	\$ 852	4,223	17%		
Library Materials (books, video, etc.)	313,300	\$ 183,011	130,289	58%		Includes \$5,000 in extra funding from HH Foundation
Utilities	75,700	\$ 47,538	28,162	63%		Includes 4th quarter of 2012 expenses
Building Cleaning Supplies	19,642	\$ 12,100	7,542	62%		Includes \$1,978 paid by HH Foundation (mowing & refrigerator purchase)
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 1,880	3,120	38%		
Insurance	24,108	\$ 19,171	4,937	80%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		
Professional Fees (audit, engineer/legal fees)	35,800	\$ 26,496	9,304	74%		Includes audit \$6,450
Data Processing Expenses (Cost Share)	90,630	\$ 47,195	43,435	52%		
Payment of Taxes	4,575	\$ 4,521	54	99%		
Library Programming	23,985	\$ 23,985	0	100%		incl=\$742 pd by HH Foundation, \$3,957 Friends of CCLD, \$298 in Grant funds, \$1,034 Marketing expenses (SRC final party) ARTS \$450
Chemung County costs (B&G, vision)	17,200	\$ 7,448	9,752	43%		
Capital Improvements STATE CONST see below	20,000	\$ 7,362	12,638	37%		Incl - \$4820 paid by Anderson Foundation and \$1,828 paid by HH Friends
Contingency Fund	55,739	\$ 26,048	29,691	47%		BKM Repairs - \$3,389, Supplies \$5,824 , Library Programming \$3,850 , Equipment \$12,985
Debt Service	\$ 62,458	\$ 31,230	31,228	50%		
TOTAL BUDGET EXPENSE	\$ 2,938,745	\$ 1,882,465	\$ 1,056,280	64%	58%	
2012 & 2013 State Construction Projects		\$ 321,331				
TOTAL EXPENSES		\$ 2,203,796				

Unpaid Bills Detail

As of September 4, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan				
	Bill	09/04/2013	Purchases - BF/HH/ST	1,849.46
Total Amazon Credit Plan				<u>1,849.46</u>
Big Flats Water Department				
	Bill	09/04/2013	water bill 5/7- 8/9/13	28.75
Total Big Flats Water Department				<u>28.75</u>
Brian P. Harris				
	Bill	09/04/2013	Mileage reimb 7/31-8/28	62.15
Total Brian P. Harris				<u>62.15</u>
Caroline Poppendeck				
	Bill	09/04/2013	mileage reimbursement 7/19-8/23	62.72
Total Caroline Poppendeck				<u>62.72</u>
Cengage Learning, Inc.				
	Bill	09/04/2013	WE/ST Fiction - Purchases-AUG	422.08
Total Cengage Learning, Inc.				<u>422.08</u>
Center Point Large Print				
	Bill	09/04/2013	ST Fiction large print	38.94
Total Center Point Large Print				<u>38.94</u>
Centurion Technologies				
	Bill	09/04/2013	Security software-annual maint fee 8/13-8/14	1,123.20
Total Centurion Technologies				<u>1,123.20</u>
Chemung Canal Trust Company				
	Bill	09/04/2013	AUG credit card - supplies/constant contact	87.05
Total Chemung Canal Trust Company				<u>87.05</u>
Chemung County Treasurer				
	Bill	09/04/2013	Debt Service 3rd quarter 2013	15,614.85
Total Chemung County Treasurer				<u>15,614.85</u>
CHILDREN'S PLUS INC.				
	Bill	09/04/2013	Books Purchased - ST/BKM	1,564.83
Total CHILDREN'S PLUS INC.				<u>1,564.83</u>
Data Tracking Systems, Inc.				
	Bill	09/04/2013	Printer/Fax for all libraries-pd with Grant funds	3,120.00
Total Data Tracking Systems, Inc.				<u>3,120.00</u>
Deborah L. Brimmer				
	Bill	09/04/2013	mileage reimb AUG	222.01
Total Deborah L. Brimmer				<u>222.01</u>
Dell Marketing L.P.				
	Bill	09/04/2013	repair Admin laptop	197.59
Total Dell Marketing L.P.				<u>197.59</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 4, 2013

Document #2013-49

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Earle's Ice Cream			
Bill	09/04/2013	Summer Reading Club final party	668.50
Total Earle's Ice Cream			<u>668.50</u>
Eastern Copy Products			
Bill	09/04/2013	ST-maint agreement on staff copier 5/14-8/13/13	463.66
Total Eastern Copy Products			<u>463.66</u>
EFP Rotenberg, LLP			
Bill	09/04/2013	2012 990 form for IRS	750.00
Total EFP Rotenberg, LLP			<u>750.00</u>
Envisionware, Inc.			
Bill	09/04/2013	Annual Maint. agreement 8/13-8/14	1,563.68
Total Envisionware, Inc.			<u>1,563.68</u>
Faye Crance			
Bill	09/04/2013	June/July Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
First Transit			
Bill	09/04/2013	Bookmobile fuel - JULY	356.18
Total First Transit			<u>356.18</u>
Horseheads Do It Center			
Bill	09/04/2013	HH - cleaning supplies	3.23
Total Horseheads Do It Center			<u>3.23</u>
Ingram Library Services			
Bill	09/04/2013	All Library materials - Statements 9/1/13	7,385.14
Total Ingram Library Services			<u>7,385.14</u>
Janet Ackerman			
Bill	09/04/2013	Supplies for SRC kickoff event	72.00
Total Janet Ackerman			<u>72.00</u>
Michael Truesdail			
Bill	09/04/2013	Mileage reimb 7/8-8/12 etc	23.06
Total Michael Truesdail			<u>23.06</u>
Michelle Barrett			
Bill	09/04/2013	mileage reimb-8/1-8/13 VE/HH	26.05
Total Michelle Barrett			<u>26.05</u>
MidWest Tape			
Bill	09/04/2013	DVD/Audio purchases - WE/HH/ST	1,210.84
Total MidWest Tape			<u>1,210.84</u>
Page One Entertainment			
Bill	09/04/2013	Advertising Hero Bot Con	100.00
Total Page One Entertainment			<u>100.00</u>

Unpaid Bills Detail

As of September 4, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System				
	Bill	09/04/2013	Processing Fees 3rd Qtr/CD labels	20,996.65
Total Southern Tier Library System				<u>20,996.65</u>
Staples Credit Plan				
	Bill	09/04/2013	Kindles for SRC prizes-Marketing Comm./Fax mac	1,093.21
Total Staples Credit Plan				<u>1,093.21</u>
Star Gazette				
	Bill	09/04/2013	Annual Subscription 2013 for ST	579.16
Total Star Gazette				<u>579.16</u>
Supermedia LLC				
	Bill	09/04/2013	phone book ad-monthly fee	37.35
Total Supermedia LLC				<u>37.35</u>
The Leader				
	Bill	09/04/2013	Central annual subscription	281.52
Total The Leader				<u>281.52</u>
The New York Times				
	Bill	09/04/2013	Central annual subscription 8/10/13-8/8/14	822.68
Total The New York Times				<u>822.68</u>
Time Warner Cable				
	Bill	09/04/2013	VPN/Phone -WE, ST, BF, & HFL Sept	615.15
Total Time Warner Cable				<u>615.15</u>
USA TODAY				
	Bill	09/04/2013	annual subscription 2013/14	295.94
Total USA TODAY				<u>295.94</u>
Verizon Wireless				
	Bill	09/04/2013	BKM/Admin. cellular service	184.13
Total Verizon Wireless				<u>184.13</u>
Village of Horseheads				
	Bill	09/04/2013	HH - Water Bill 4/17-7/18/13	20.41
Total Village of Horseheads				<u>20.41</u>
TOTAL				<u><u>62,022.17</u></u>

Unpaid Bills Detail

As of September 12, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Matthew Bender & Co., Inc.				
	Bill	09/10/2013	Reference Material	<u>734.47</u>
Total Matthew Bender & Co., Inc.				<u>734.47</u>
Southern Tier Library System				
	Bill	09/10/2013	Processing fees-AUG	<u>39.75</u>
Total Southern Tier Library System				<u>39.75</u>
TOTAL				<u><u>774.22</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 11, 2013

Document #2013-49

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Capabilities, Inc.				
	Bill	09/11/2013	AUG + 9/1 Library Cleaning - HFL, WE, & BF	1,145.00
Total Capabilities, Inc.				<u>1,145.00</u>
Casella Waste Systems, Inc.				
	Bill	09/11/2013	Dumpster @ Central-delivery chg	50.00
Total Casella Waste Systems, Inc.				<u>50.00</u>
CCLD Petty Cash				
	Bill	09/11/2013	Petty Cash reimbursement - JUV/WE	261.44
Total CCLD Petty Cash				<u>261.44</u>
Chris Felsburg				
	Bill	09/11/2013	Mileage reimb-8/5-9/13	110.74
Total Chris Felsburg				<u>110.74</u>
Gaylord Bros, Inc.				
	Bill	09/11/2013	JUV shelving at HH-paid by Foundation	2,198.06
Total Gaylord Bros, Inc.				<u>2,198.06</u>
Margeson's Landscaping Inc.				
	Bill	09/11/2013	Mowing at HH - 8/15, 8/28	130.00
Total Margeson's Landscaping Inc.				<u>130.00</u>
Oriental Trading Company, Inc.				
	Bill	09/11/2013	programming supplies - BF	118.49
Total Oriental Trading Company, Inc.				<u>118.49</u>
Perry & Carroll, Inc.				
	Bill	09/11/2013	Insurance policies- final installment for 2013	4,867.00
Total Perry & Carroll, Inc.				<u>4,867.00</u>
RadioShack Corporation				
	Bill	09/11/2013	Admin - phone battery	21.99
Total RadioShack Corporation				<u>21.99</u>
Sayles & Evans				
	Bill	09/11/2013	Legal fees - 5/15 - 7/22	2,192.00
Total Sayles & Evans				<u>2,192.00</u>
Southern Tier Library System				
	Bill	09/11/2013	Processing Fees-AUG	756.25
Total Southern Tier Library System				<u>756.25</u>
Staples Advantage				
	Bill	09/11/2013	paper/supplies all libraries	736.42
Total Staples Advantage				<u>736.42</u>
Star Gazette				
	Bill	09/11/2013	Annual Subscription 2013 for HH	288.03
Total Star Gazette				<u>288.03</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 11, 2013

Document #2013-49

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
The Conservationist				
	Bill	09/11/2013	annual subscription extension -ST	8.00
Total The Conservationist				<u>8.00</u>
U. S. Postal Service				
	Bill	09/11/2013	annual postage for meter	4,000.00
Total U. S. Postal Service				<u>4,000.00</u>
Unique Management Services, Inc.				
	Bill	09/11/2013	AUG placements	807.33
Total Unique Management Services, Inc.				<u>807.33</u>
Verizon				
	Bill	09/11/2013	ST/WE phone svc-SEPT plus jack installation	896.68
Total Verizon				<u>896.68</u>
Wegmans Food Markets Inc.				
	Bill	09/11/2013	Program Supplies -Central JUV	44.90
Total Wegmans Food Markets Inc.				<u>44.90</u>
TOTAL				<u><u>18,632.33</u></u>

Unpaid Bills Detail

As of September 4, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	09/04/2013	Reference materials	121.19
Total Baker & Taylor Books			<u>121.19</u>
Ingram Library Services			
	09/04/2013	NonFiction purchases 9/1/13 statement	1,651.69
Total Ingram Library Services			<u>1,651.69</u>
Southern Tier Library System			
	09/04/2013	eBooks FIC July/Aug invoices	1,293.05
Total Southern Tier Library System			<u>1,293.05</u>
			<u>3,065.93</u>

Document #2013-50

Report of the September 4th, 2013 meeting of the Executive Committee of the Chemung County Library District:

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, September 4th, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts, Sue Cook, Ann Cady, Marge Kappanadze and Georgia Reynolds; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Roberts stated that he has received a complaint about staff members being rude to patrons, particularly at the central branch. Other members of the Committee stated that they too have received complaints regarding this and have had negative experiences as well. Mr. Shaw stated that he will address this matter with Department Heads and stress the importance of good customer service to all patrons.

Director Ron Shaw discussed the following:

- A meeting with CSEA reps concerning the upcoming changes in the Health Insurance. It appears that the union may decide to renegotiate the current contract once a decision on insurance plans has been made by the board.
- A trip for staff is being planned for September 17th to tour the renowned "FabLab" at the Fayetteville Library. They have been creative with the space they have and CCLD can come back with some ideas about both the Literacy Volunteer Office and the Computer lab.
- The JUV staff of the Central Library is planning a visit to the Williamsport Library to view their children's department and get ideas from their staff.
- A possible idea for the Spring Continuing Ed day for staff is to rent a bus and visit some of the other libraries.
- The Central JUV staff has been invited to Open Houses at 3 of our local elementary schools.
- The RFP's for the 2013 State Construction projects have been sent. The tentative start date for the projects is October 1st. The front steps at the Horseheads Library are included in these projects.
- The Literacy Volunteers staff has vacated their office space at the Central Library earlier than required. A proposed Media Lab will be installed in this space.
- Regarding the lawsuit CCLD has been dealing with, the Plaintiff is dropping the suit against all parties (the Library District and individuals named in the suit). CCLD's attorney will be filing the paperwork with the Court. As a result of this lawsuit, Mr. Shaw will be speaking to STLS's Director's Advisory Committee about changing the policy about the number of books any one person can have checked out at a time.

Ms. Cady requested that CCLD look into a link on the website that trustees can access that would also post agendas for all Committee meetings.

Ms. Reynolds requested that board members receive the cover letter that the auditor failed to bring to the board meeting when reviewing the 2012 audit. She also asked about the status of the leaking roof at the Horseheads Library. Mr. Shaw has made several attempts to contact the contractor who performed the work to no avail. He will continue to follow up on

this matter. Ms. Reynolds distributed to Committee members a copy of the Agreement between CCLD and the Public Library Foundation of Chemung County. The Agreement stipulates who is responsible for maintenance of the Horseheads Library.

Ms. Santulli presented the Unpaid Bills Detail dated 9/4/13 for the General Fund in the amount of 62,022.17 and for the Grant Fund - \$3,065.93. Ms. Kappanadze moved, seconded by Ms. Cady to pay the bills as listed. Motion Carried.

Ms. Kappanadze stated that while getting signatures on her petition for election, she heard complaints about CCLD cutting hours at local branches. When she explained the reason behind the decision, the person complaining understood and was happy to hear the explanation. Mr. Shaw stated that he had informed staff of the need to be proactive in addressing current and future patron needs while making best use of all available resources and finances.

The meeting adjourned at 6:55pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 2nd, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-51

Report of the September 11, 2013 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Wednesday, September 11th, 2013, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook and Georgia Reynolds. Also attending was Ron Shaw, CCLD Administration. The meeting opened at 8:11am.

Mr. Shaw presented the August 31st, 2013 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Mr. Shaw presented and discussed the September 11th Unpaid Bills Detail for the General Fund bills totaling \$18,632.33. This list includes the final payments for Insurance policies, the U.S.P.S. postage meter. Also the Unpaid Bills Detail for the CCLD District Grant Fund bills totaling \$774.22 was presented and discussed. Both Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Ms. Cook requested that Rich Davis, representing EFP Rotenberg, be contacted regarding questions raised about the recommended procedures contained in the cover letter to the CCLD Annual Audit. Ms. Cook will send a list of questions to Mr. Shaw who will then forward to Mr. Davis.

Mr. Shaw informed the committee that we have received a check from NYS for \$116,407.00 to be applied to construction grants for 2013. These include projects at Horseheads to include the front steps, exterior renovation and parking lot; Big Flats to include the parking lot and the already completed exterior renovation; West Elmira to include the already completed exterior renovation' and Central to include the exterior renovation.

A check, in the amount of \$200.00 has been received from STLS for the 2013 Summer Reading Kickoff Event held in June.

Mr. Shaw informed the committee of a meeting to be held on September 11th with local officials who will no longer be covered under the current Chemung County health care plan.

The meeting adjourned at 8:40am. The next meeting of the Budget & Finance Committee will be held on Wednesday, October 9th 2013 in the Petrie Conference Room of the Central Branch.

Report of the September 11th, 2013 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, September 11th, 2013, beginning at 3pm. Board members attending the meeting were John Savash Tim Blandford and Rita Dery. Also attending was Ron Shaw, CCLD Management. The meeting opened at 3:02pm.

Mr. Shaw discussed the following:

- 2013 State Construction Projects. CCLD has received the 90% payment from New York State in amount of \$116,407.00. These projects include; Big Flats - \$14,978 for energy efficiency enhancements and renovation of parking lot; Steele - \$90,933 for energy efficiency and conservation improvements; Horseheads - \$15,284 for parking lot improvements and energy efficiency upgrades; and West Elmira - \$8,148 for the renovation and rehabilitation of the library's exterior and ventilation duct work. The West Elmira project is complete and the portion of Big Flats project's energy enhancement work is complete. All projects with the exception of Big Flats are eligible for a 75%-25% match from the State. Big Flats remains at 50/50.
- Project Management. Mr. Shaw stated that he has received proposals for project management for the 2013 projects. He emailed the quotes from Foor and Associates and Barn Livin' to committee members on Friday, September 6th. The third estimate, from Fagan Engineers has not been received as of yet. Mr. Shaw requested that the Board vote for acceptance of which RFP the committee recommends.
- The Committee discussed the status of the procurement/purchasing policy. Mr. Savash stated he is gathering more information regarding capital expenditures and their potential impact on the five year budget forecast. The development of a new policy is the top priority of the committee.
- Mr. Shaw discussed the upcoming budget and its impact on the 5 year capital project list. It was reaffirmed that, due to the recent upgrades, capital projects at West Elmira and Big Flats will be tabled.
- The plan does not include costs for new carpeting and paint at the Horseheads Branch. Estimates have been requested from Cook Painting. Once these figures are received a letter requesting financial support from the Horseheads Foundation will be sent.
- Mr. Shaw presented an update on the Horseheads Branch roof. After several attempts to contact Hale Roofing, the company that previously made repairs, he contacted the GenFlex Roofing Systems who manufactured the roofing membrane. After discussion with GenFlex Representatives it was determined they will send a representative out to meet with Ms. Caroline Poppendeck, HH Branch Manger and take pictures, from there a course of action to undertake repairs will be determined. It was mentioned that this may be a non-warrantable issue.
- There was discussion about the agreement between CCLD and the Public Library Foundation of Chemung County, Inc. brought to the Executive Committee by Mrs. Reynolds. It was decided that, for future years, CCLD should ask for a specific amount from the Foundation which will then be spent according to CCLD procurement policies and guidelines.

The meeting adjourned at 3:40pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, October 9th, 2013 at 3pm in the Director's Office at the Central Branch.